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26 MAY 1960

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MEMORANDUM FOR: Comptroller

SUBJECT : Assignment of Budget and Fiscal
Officer to IO Division

1. With reference to our recent conversation concerning the assignment of a budget and fiscal officer to this division I would like to draw your attention to the problems we face in the immediate weeks in support of our request that the assignment be made as soon as possible.

2. We are about to enter June, the last month of the fiscal year which has always brought its quota of last minute adjustments to bring allocations in line with obligations and expenditures. You are familiar with the complexities of our problems and the many organizations involved, so I do not need to enumerate them. In July we will have the problem of establishing books, files and other records for the new fiscal year.

3. We have just completed our Operating Program for FY 1961 and next month this will have to be converted into the Operating Budget. Last year we required the temporary detail of a budget officer from your office to assist in completing this work and we will certainly need the same assistance this year.

4. We have been informed that the Office Estimates are due 24 August 1960. We are anxious to get greater participation by our projects in this exercise in order that the result will be based upon the best estimates possible. While much of this effort will fall upon the branches it will inevitably mean considerable extra work for the budget and fiscal office.

5. Our budget officer, Mr. [REDACTED], is faced with the question of annual leave and for family reasons must take this outside of the school year. Accordingly, he will be absent from 11 June to 4 July. It is essential that we have a qualified person by 31 May to give him an opportunity to become familiar with the many details and procedures of the office prior to Mr. [REDACTED]'s leave. It seems to me two weeks is a minimum period for familiarization.

6. I would appreciate your calling me if you have questions in relation to the assignment and the schedule I have discussed above.

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[REDACTED]
Deputy Chief
International Organizations Division

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